

ACQUISITION AND GRANTS OFFICE POLICY DIRECTIVE 2003-2

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Procurement Processing

**VENDOR PROFILES**

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NOTICE: This publication is available at: <http://www.ofa.noaa.gov/~amd/index.html>

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**SUMMARY OF REVISIONS:** None-New

- 1. Policy:** A NOAA acquisition Vendor Profile must be in the Commerce Standard Acquisition and Reporting System (CSTARS) before an award may be made to a vendor. The profile needs to be current or needs to be updated in order for the award and acquisition reporting to reflect accurate vendor information. In order to structure this information for CSTARS, the Acquisition and Grants Office (AGO) uses a Vendor Profile form. This form is used also by the NOAA Finance Office for the Commerce Administrative Management System for entry of vendors added or modified by the AGO. The NOAA Finance Office uses a signed copy of the form as authentication of the electronic funds transfer (EFT) information provided by the vendor. If a new potential vendor is needed in CSTARS, or the profile of an existing vendor needs to be updated, the contract specialist or buyer needs to ensure the vendor submits a Vendor Profile form to the Acquisition and Grants Office. The contract specialist may obtain the NOAA acquisition Vendor Profile form at the following URL:

[http://www.ofa.noaa.gov/~amd/vendor\\_form.html](http://www.ofa.noaa.gov/~amd/vendor_form.html)

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The form should be both submitted electronically and manually signed and faxed to the following fax number: 301-713-0806, ATTENTION: CSTARS.AMD.

For open solicitations, the solicitation should notify potential offerors of their responsibility to submit a completed Vendor Profile form and provide the above URL. They should be advised to submit a form if they submit an offer and that they cannot receive an award if there is not a necessary Vendor Profile for their company in the AGO CSTARS. If the provision FAR 52.232-38, Submission of Electronic Funds Transfer Information with Offer is used, instructions should supplement the provision with the form and submission instructions provided in this policy.

- 2. Purpose and Authority:** The purpose of this policy is to establish a process for ensuring Vendor Profiles are entered for awards. The AGO Business Rule for the CSTARS requires that vendor data be entered into the system before any award may be made. The NOAA Finance Office requires that the Vendor Profile submitted be signed by the vendor. Other servicing finance offices may not have the authentication requirement, but this procedure will be used for all acquisitions by

AGO. The EFT information for a contractor is mandatory, with limited exceptions, in order for a contractor to be paid. The contract, purchase order, or the contract under which a delivery order is issued incorporates this requirement for mandatory submission of EFT information. See FAR 52.232-34 or its reference in paragraph (b)(xi) in FAR 52.213-4 or (b)(25) in 52.212-5 . Until CSTARS has the capability to access the Business Partners Network, companies that have filed with the Central Contractor Register, nevertheless, must be required to submit the Vendor Profile form as required by this policy.

3. **Scope:** This policy applies to all contract specialists or buyers in the NOAA Acquisition and Grants Office (AGO).
4. **Definitions:** The following definition pertains only to this policy:
  - a. Vendor Profile - The information needed by NOAA to identify a vendor in the CSTARS and CAMS applications. This information is structured in a format for purpose of data entry that is identified as a Vendor Profile form. The key information required by the form includes identification of the solicitation, contract, or contract specialist/buyer appropriate to the submission, the vendor name, contact information, the vendor's tax identification number and DUNS number, mailing and billing addresses, banking information, and a manual signature (on the faxed or mailed copy).